



CITY OF HOUSTON

Job Posting

1	TN	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification		PROJECT TECHNICIAN III
3	Posting Number		PN# 107199
4	Department		Public Works & Engineering Department
5	Division		Right-of-Way & Fleet Maintenance
6	Section		Storm Sewer Maintenance
7	Reporting Location		611 Walker
8	Workdays & Hours		7:00 a.m. – 4:00 p.m. M – F *
			*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Assures the accuracy of reports and requests from other departments and agencies for city storm sewer projects. Conducts field investigations and prepares reports detailing the conditions of city storm sewers and rights-of-way. Prepares and maintains documentation logs, records and drawings. Resolves problems among other departments. Evaluates and documents field reports. Prepares and submits repair orders and monthly reports.		
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate's degree in Engineering, Drafting, Designing or a closely related field.		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four (4) years of related field experience such as Engineering, Drafting and/or Designing are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).		
14	<u>PREFERENCES</u>		
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>		None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 17 \$992- \$1,345 Biweekly \$25,792 - \$34,970 Annually</div>		
18	<u>OPENING DATE</u>		October 19, 2005
19	<u>CLOSING DATE</u>		October 25, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources Department TDD Phone Number is (713) 837-9471.		

An equal opportunity employer